SPAWAR VPO

. . . Striking with Stealth, Speed and Superior Information Technology

VPO Registrar Training

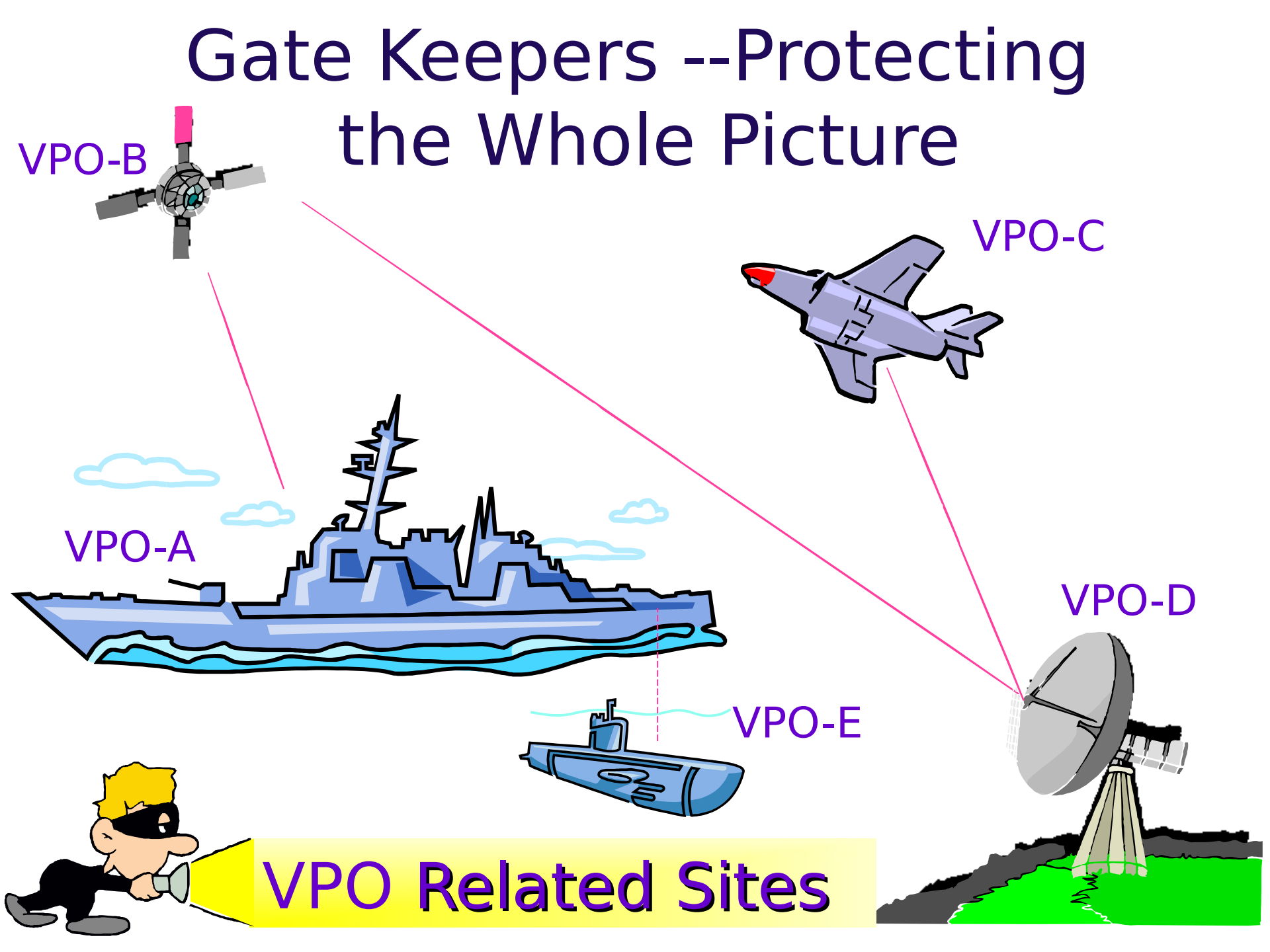
Marilyne Ayers
VPO Technical Support

Updated 4/29/2003

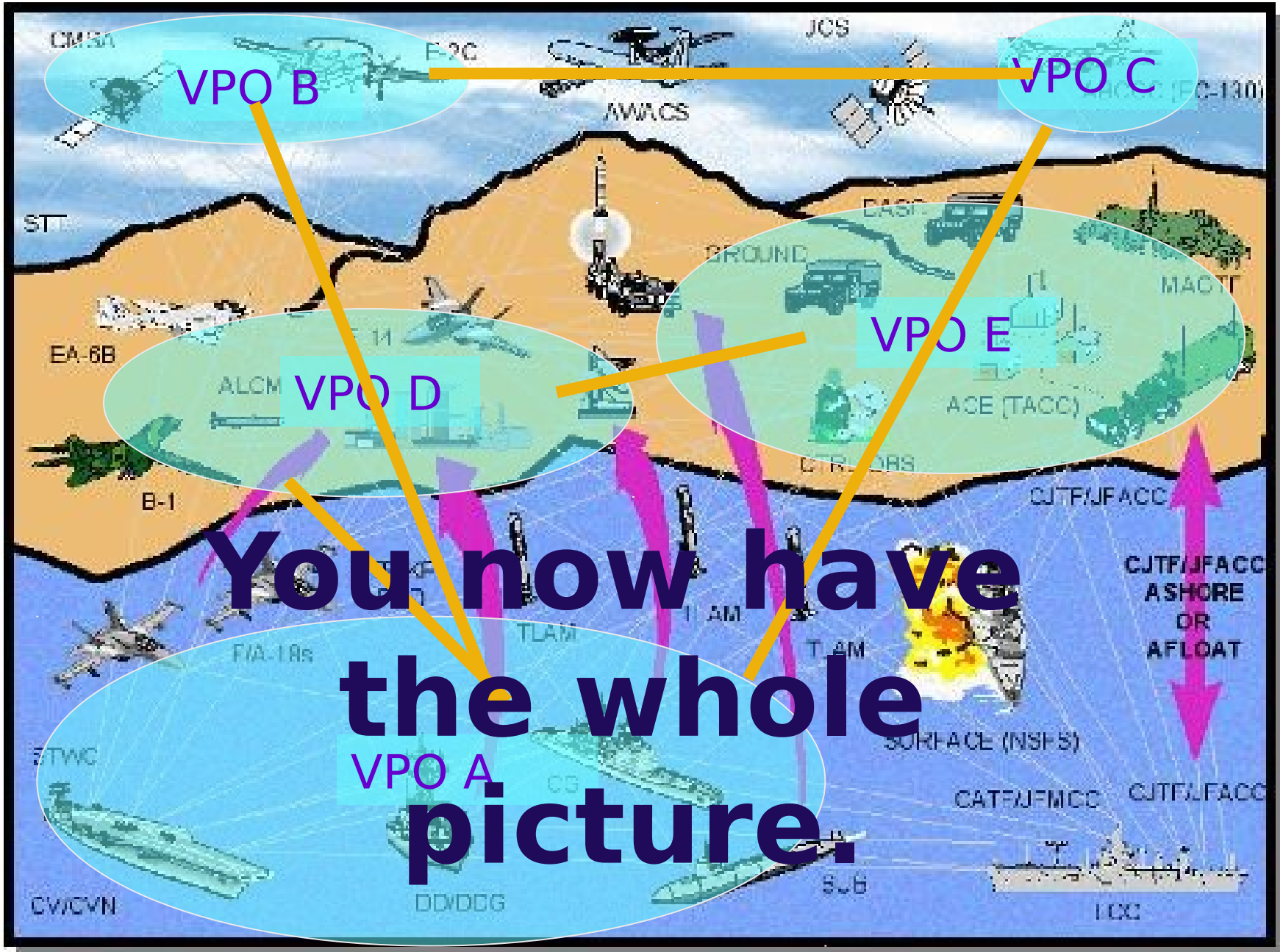
Why are you here?

- You are here because you have been given a privilege -- the single most important task as the “gate keeper” of your organization’s VPO Site.

Gate Keepers --Protecting the Whole Picture



Network Centric Warfare



Need to Know

Acceptable

- Team Member
- VPO manager Request
- Job Requirement

Unacceptable

- Salesman
- Writing Masters Thesis
- Interested in some of the topics that might be here

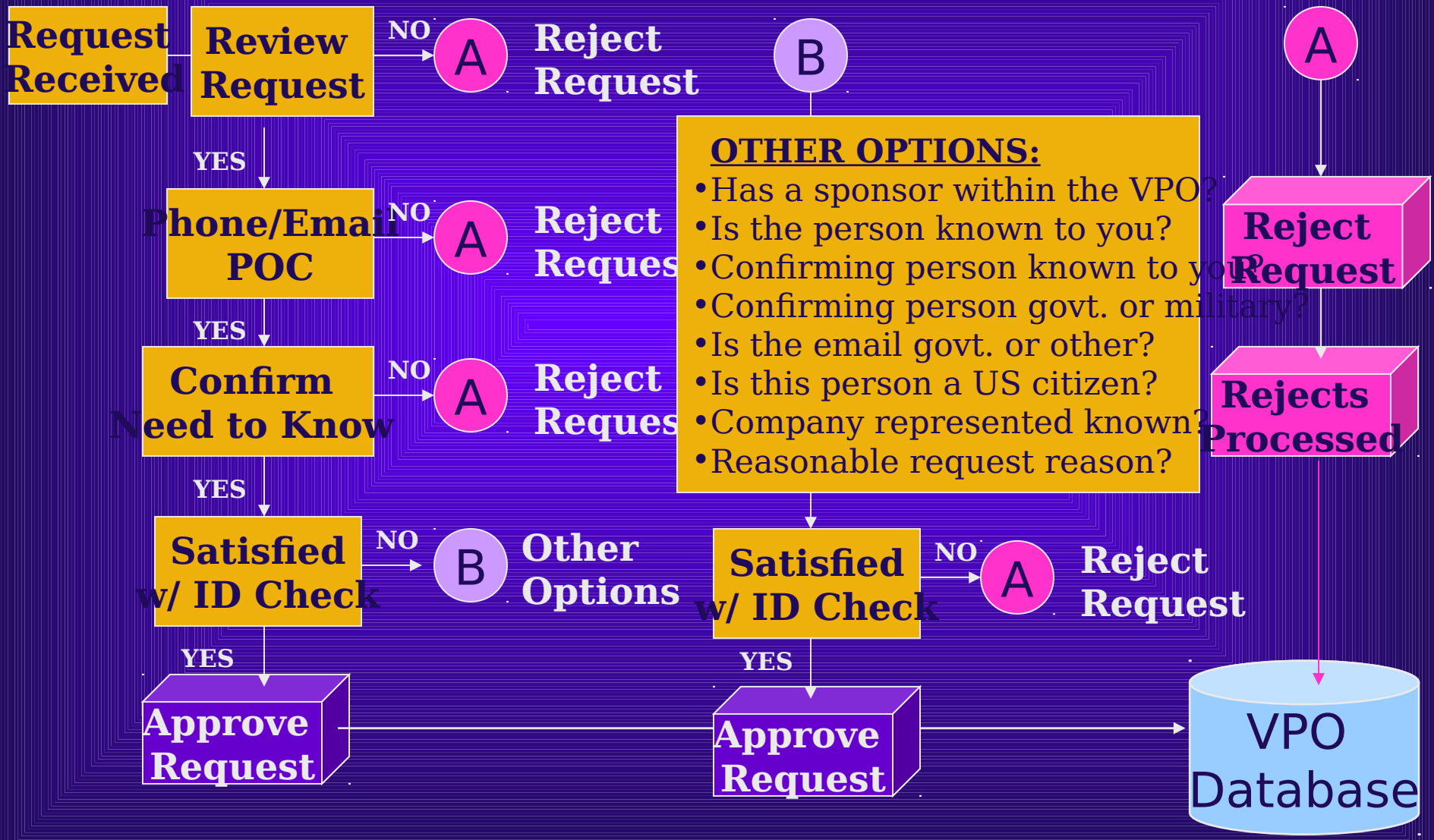
Your Responsibilities as a Registrar

- Granting access to the VPO site.
- Changing or removing access to the VPO site.
- Handling Tier I - User Support.
- Focal Point for annual VPO Validation

Registrar Needs to Understand

- Your site’s business process for approving new Users.
- Understanding Access levels and their application with granting user access.

Registrar Decision Tree



VPO Registration Screen

Request for Afloat PKI-CAC Project Registration Site Access

Help

Submit Cancel

(Items with * are required)

Submitted	03/26/2003 10:53 AM PST
Full Name	Kelly P. Hicks
Display Name	Kelly Hicks
Web Login	kellyhicks
Phone Number	858 826-2902
Email	signalhill@hotmail.com
US Citizen?	Yes
Corporate Relationship	Other
Organization	SAIC
Who can confirm your need for access? *	Marilyne Ayers
What is his/her phone number? *	858 826-2902
What is his/her email address?	ayersma@saic.com

Reason for requesting access to this site:

I have been tasked with creating a User Guide for the Afloat PKI-CAC Project. Please grant access. -- Kelly Hicks

Group(s) To Join:

☑ Afloat PKI-CAC Project ☐ Limited ☐ User ☐ Manager

○ **Disapprove**

Registration Screen Top Portion

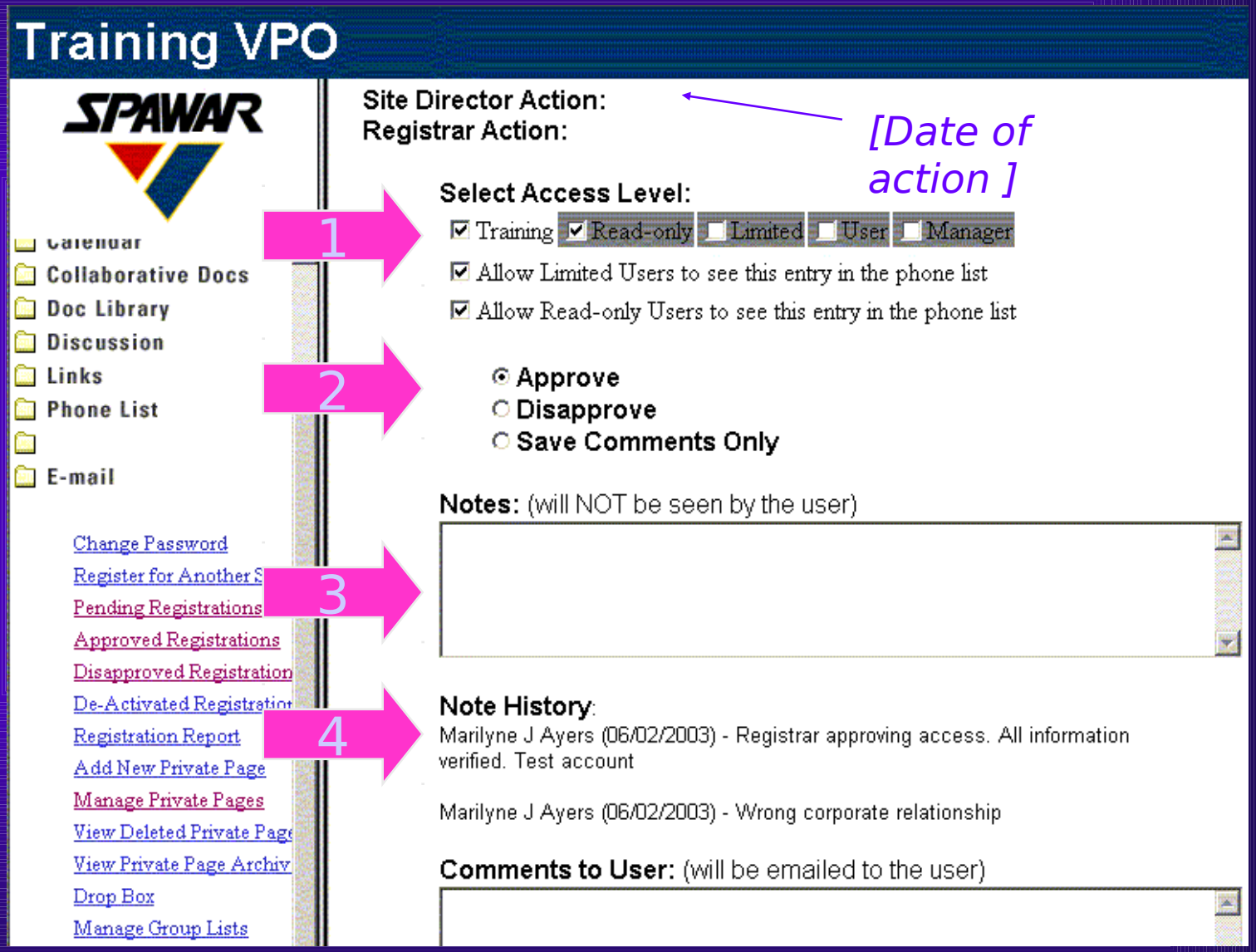
Two-Tiered Process NEW

1 – Access

2 – Approval

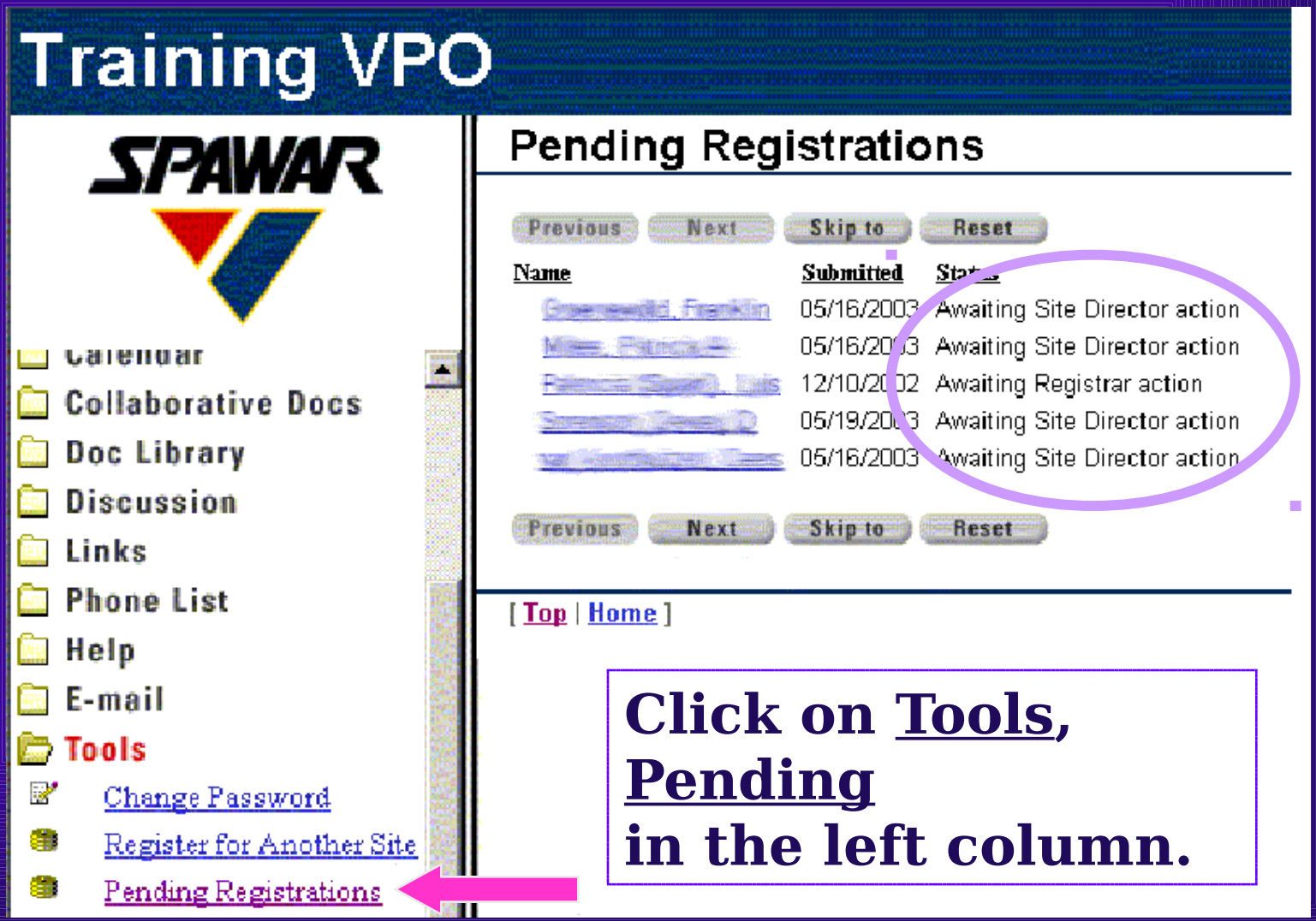
3 – Notes

4 - History



See Pending Registration Section in Registrar Guide

Pending Registration



Click on Tools, Pending in the left column.

Registration Process Summary

- Your VPO Site should have a process for authenticating requests to access your VPO
- Questions addressed when building your site's business process:

Who? • Identity of the person making the request

Why? • Does this person have a valid need to kno

What? • Level of trust of this person.

Access Definitions

READ

- Ability to see (READ) a document that is posted on the VPO site.

EDIT

- Ability to see and make changes, modifications or delete a document that is posted on the VPO site.

See Permission Roles in Registrar Guide

Access Levels

- Registrar may approve users for one of four general access levels:
  - Manager
  - User
  - Limited Access
  - Reader Access

See Permission Roles in Registrar

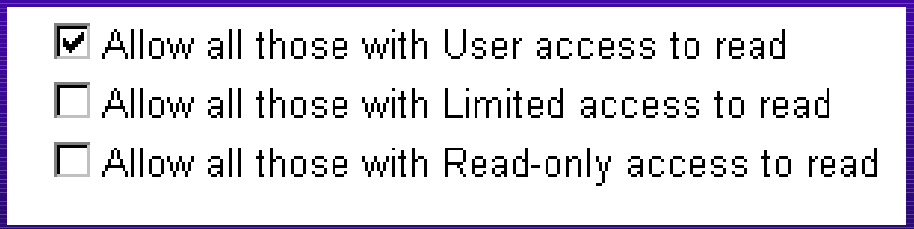
Manager Access

- Managers have the ability to **READ** any document that is posted to their VPO site.
- Managers have the capability to **EDIT** documents posted to their VPO site.
- Managers may **CREATE** items freely throughout their VPO site.
- May be a Military Officer / Enlisted, Civil Service or Contractor.

See Permission Roles in Registrar Guide

User Access

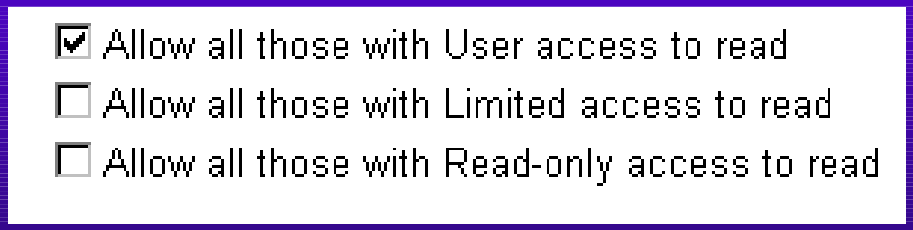
- Users may Read any document in the site, unless they have been **excluded** from seeing that item.
- Users can freely author material throughout the site.
- **Who can be a User** ?
  - May be a Military Officer/Enlisted, Civil Service or Contractor.


Allow all those with User access to read
Allow all those with Limited access to read
Allow all those with Read-only access to read

See Permission Roles in Registrar

Limited Access

- Limited users may see (Read) any document in the site that they have been **GRANTED** access to see.
- Limited users can freely author material throughout the site.


Allow all those with User access to read
Allow all those with Limited access to read
Allow all those with Read-only access to read

See Permission Roles in Registrar

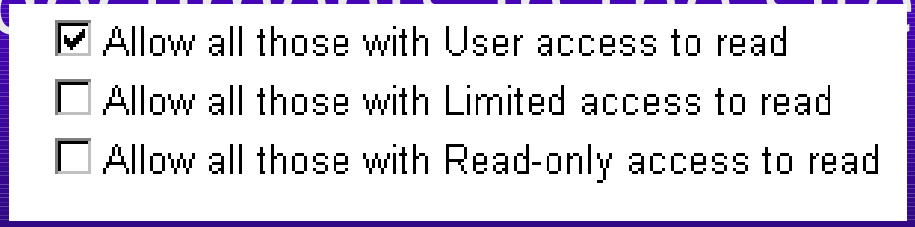
Who can have Limited Access

- The role of limited user is meant for any member who has a more limited need to know (Sponsor, customer, contractor).
- May be a Military Officer/Enlisted, Civil Service or Contractor.

See Permission Roles in Registrar

Reader Access

- Users with READER access may see (Read) any document in the site that they have been **GRANTED** access to see -- Read Only.
- Readers cannot author, edit or post any documents in the site.


Allow all those with User access to read
Allow all those with Limited access to read
Allow all those with Read-only access to read

What is the difference ?

- Manager Access?
- User Access ?
- Limited Access ?
- Reader Access ?

VPO Roles Recap

Roles	Controlled by Registrar	Read	Author	Edit
Site Director	Directed by Management	Always	Always	Always
Registrar	Directed by Management	Only in Registration	Only in Registration	Only Registration Area
Manager	Yes	Always	Always	Site Dependent
User	Yes	Unless Excluded	Always	Must be Granted
Limited	Yes	Must be Granted	Always	Must be Granted
Reader	Yes	Must be Granted	Never	Never

Administration Roles

Access Roles

Registrar Duties

- Register New Users
- Modify Access Roles
- Issue Temporary Passwords
- Handle Tier I Problems

Modifying Access

- Registrars are responsible for user access privilege modification
  - **Access can be upgraded**
  - **Access can be downgraded**
  - **Access can be de-activated**
- Access is modified by selecting the user's registration record reselecting appropriate buttons and submitting the record

Modifying Access

Request for 08 Training Site Access

Submit Cancel

(Items with * are required)

Submitted	03/12/2002 11:39 AM PST
Full Name	Marilyne J Ayers
Display Name	Marilyne J. Ayers
Web Login	ayersm
Phone Number	858-826-2902
Email	ayersma@saic.com
US Citizen?	Yes
Corporate Relationship	Government
Organization	SAIC
Who can confirm your need for access? *	Joe Carroll
What is his/her phone number? *	858-826-2980
What is his/her email address?	joseph.d.carroll@saic.com

Briefly describe your reason for requiring access to this site:*

To have my name on the VPO user's list.

Approved By Marilyne J Ayers On 03/12/2002

Group(s) To Join:

☑ Training ☐ Limited ☐ User ☑ Manager

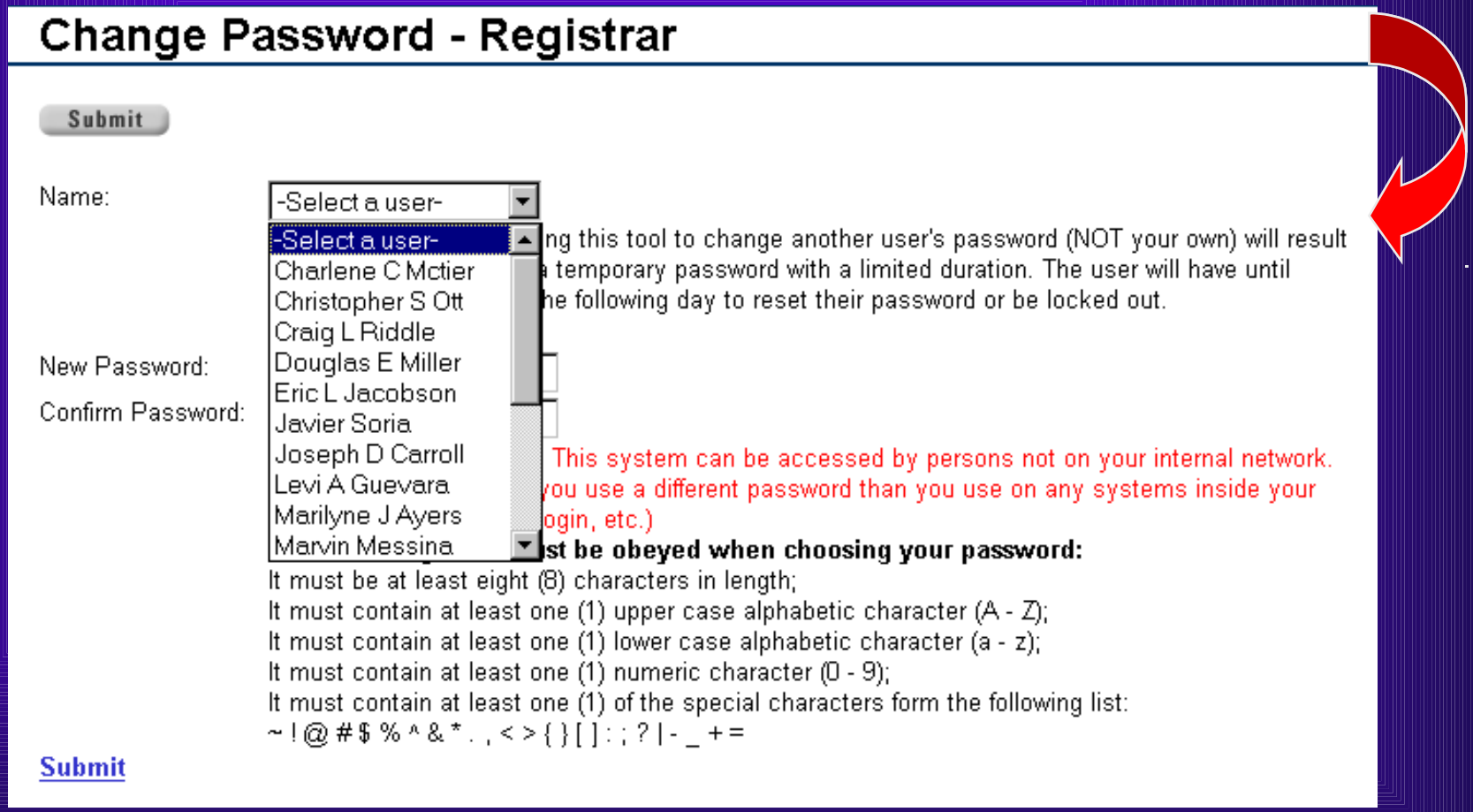
- ◉ **Edit User Groups**
- ○ **Remove from VPO**
- ○ **Remove but keep contact info in phone list**

☑ Allow Limited Users to see this entry in the phone list

Registrar Notes: (will NOT be seen by the user)

Change Passwords

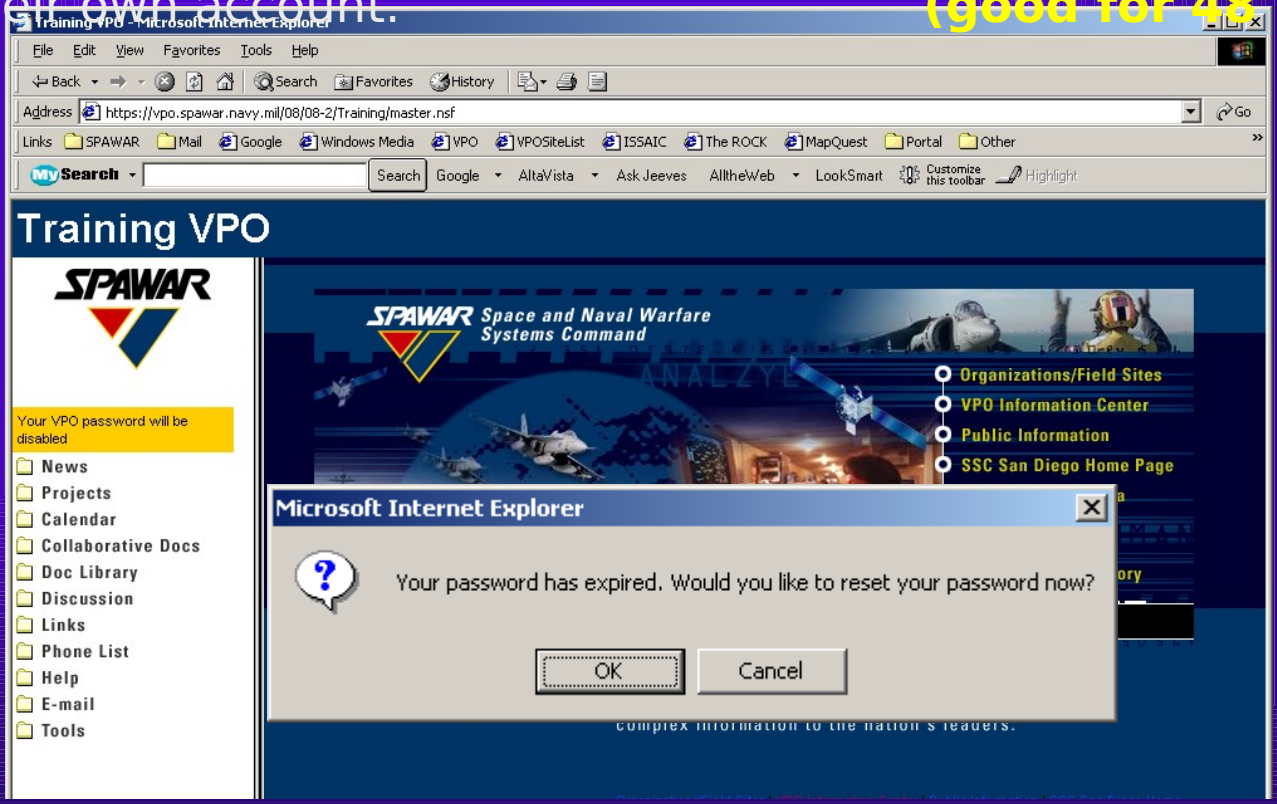
Change Password – the system displays the change password form.


Change Password - Registrar
Submit
Name:
-Select a user-
-Select a user-
Charlene C Mctier
Christopher S Ott
Craig L Riddle
Douglas E Miller
Eric L Jacobson
Javier Soria
Joseph D Carroll
Levi A Guevara
Marilyne J Ayers
Marvin Messina
ng this tool to change another user's password (NOT your own) will result
temporary password with a limited duration. The user will have until
he following day to reset their password or be locked out.
New Password:
Confirm Password:
This system can be accessed by persons not on your internal network.
you use a different password than you use on any systems inside your
ogin, etc.)
st be obeyed when choosing your password:
It must be at least eight (8) characters in length;
It must contain at least one (1) upper case alphabetic character (A - Z);
It must contain at least one (1) lower case alphabetic character (a - z);
It must contain at least one (1) numeric character (0 - 9);
It must contain at least one (1) of the special characters form the following list:
~ ! @ # $ % ^ & * . , < > { } [ ] : ; ? | - _ + =
Submit

See Password Change in Registrar Guide

Creating Passwords

- **Password Expired** – Users are given opportunity to update their own account.
- **Registrar issues Temporary Passwords (good for 48 Hrs)**



See Password Expired in Registrar Guide

Important :

For changes to your password when site director or registrar is not available:

All request must go through:

Char McTier

619-524-3813

charlene.mctier@navy.mil

Hans Mumm

858-537-0526

robert.mumm@navy.mil

Diagnosing Access Problems

- Experience breaks access problems down generally in these categories :
  - 1 **Lost Passwords 65%**
  - 2 **Wrong User ID's 20%**
  - 3 Bad URL 5%
  - 4 Access Group Problem 5%
  - 5 Multiple Registrations/Others 5%
- Other problems referred to VPO Administrators

Access Problem Resolution

If the URL and user id are correct:

1. Attempt to change password.
   - This can be accessed by the registrar from the VPO site under tools "**Change Password**".
2. If this remedy fails then the registrar should access the user's registration and re-submit the request.
   - Under "**Groups to Join**", make sure that "**Edit User Groups**" is selected and re-submit.

Note: This change is not immediate and will take time to index in the system, 5 minutes should be allowed.

Access Problem Resolution

If you cannot resolve the problem, then you should refer to :

SPAWAR VPO Support

VPOsupport@spawar.navy.mil

858-537-8735

SPAWAR VPO Support will take further action and provide final resolution to your problem.

Annual VPO Validation & Clean-up

POC: Site Director
Registrar

VPO has tool to help you with the process . . . . .

VPO File Storage

- 2002 - To accommodate growth added Storage Area Network (SAN) to the VPO server
- SAN is nearing its limit (225 GB).
- New Growth of VPO Sites
- VPO Growing 5GB per week

Steps to Conserve Resources

- Review old files and delete those that are no longer required.
- Delete duplicate copies of files.
- Move old files to a CD or other storage media (e.g.zip disk, etc).
  - Files no longer needed for on-line collaboration.
  - Required for long-term reference.
  - Need for record-keeping.
- Zip up old files that are require on-line reference.

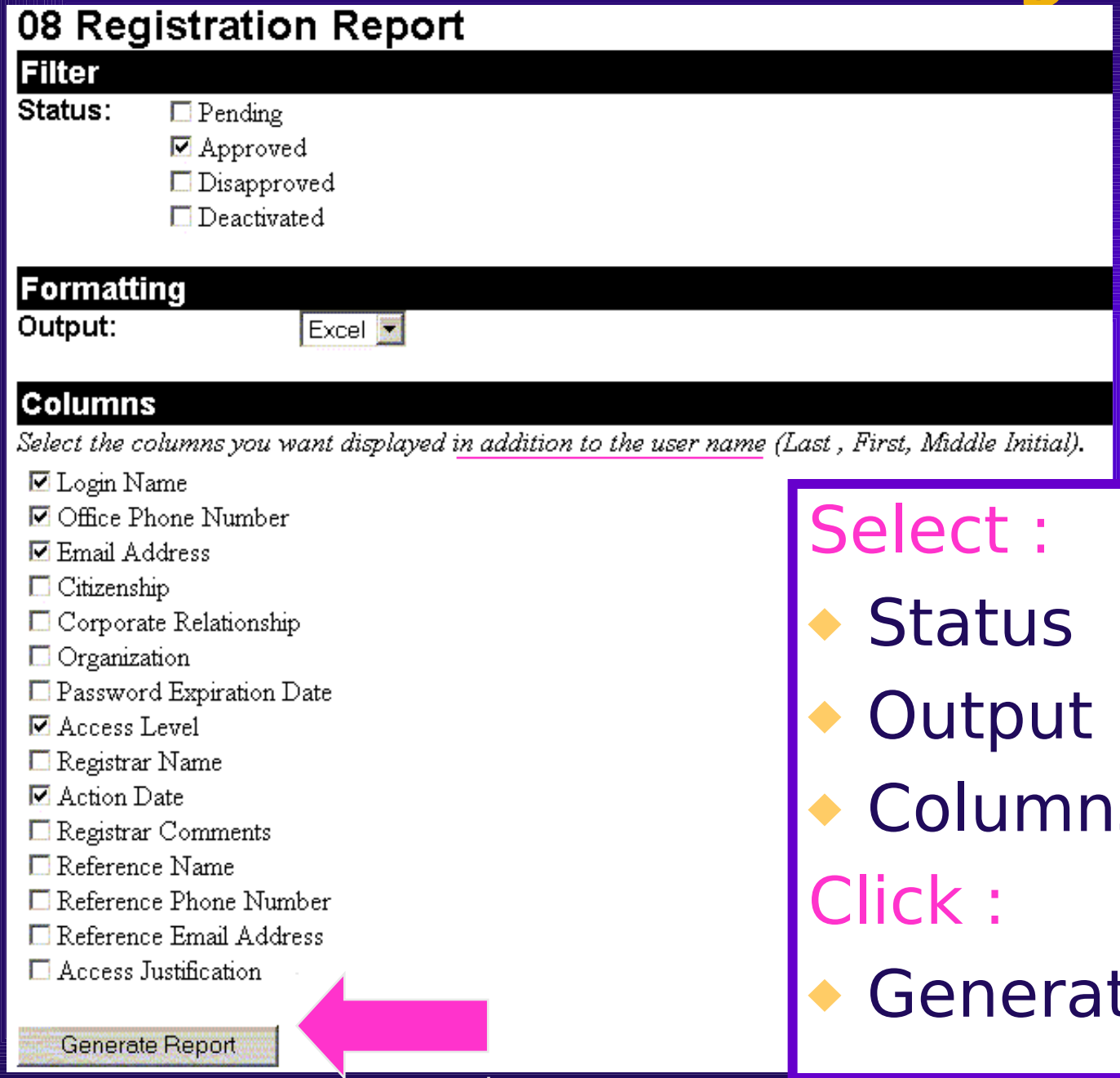
Annual Validation

Registration Report can list your VPO Users

- By Log in Name
- Email / Phone
- Action Date
- Password Expiration Date

Makes Validation a Breeze !

Registration Report Form



Select :

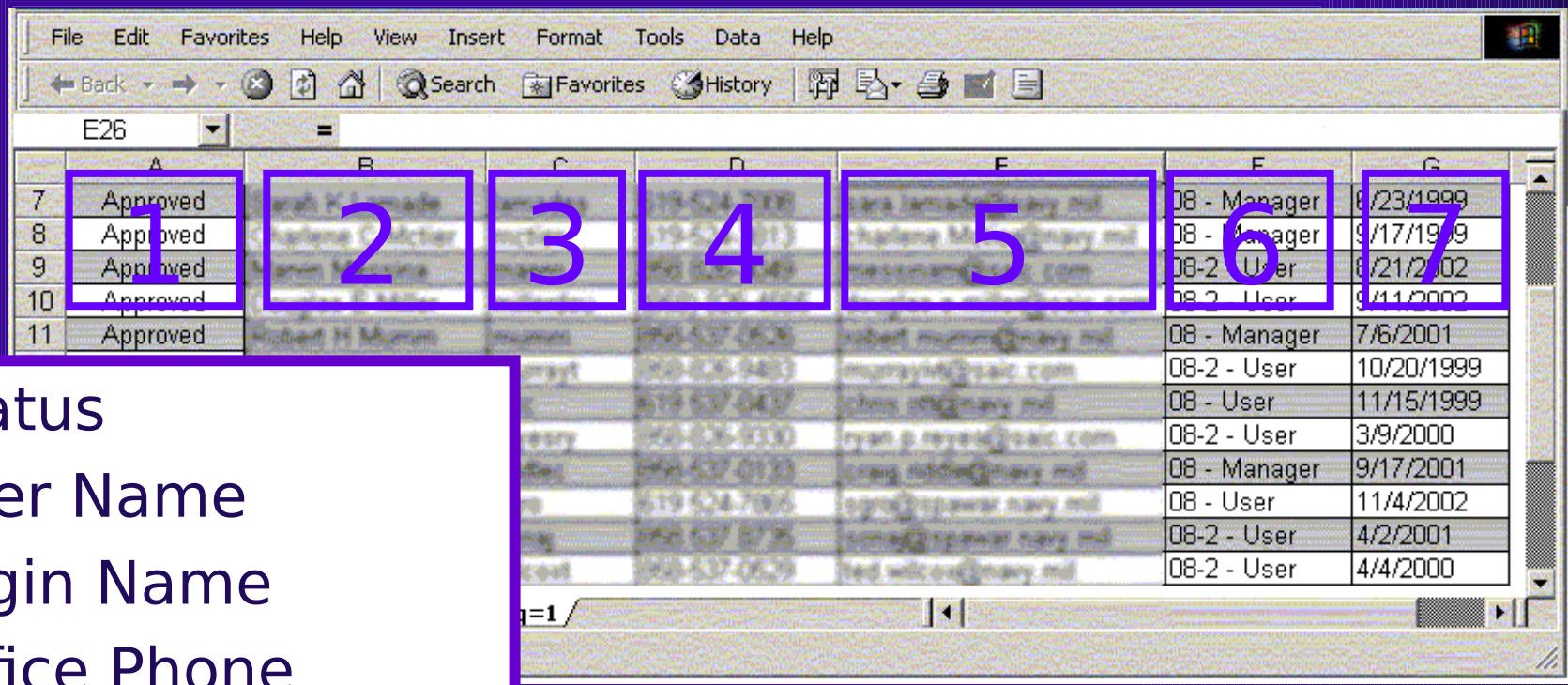
- Status
- Output
- Columns

Click :

- Generate Report

Excel Registration Report

Report shows:



1. Status
2. User Name
3. Login Name
4. Office Phone Number
5. Email Address
6. Access Level
7. Action Date

Quick view in NMCI may have some issues.

Large VPO Site ?

Here are some tools that can help . . .

Lots of Users

Consider having more than one:

- Site Director
  (Must be Government / Military)
- Registrar

Help share the duties and add coverage for illness or vacations.

Tools for Searching

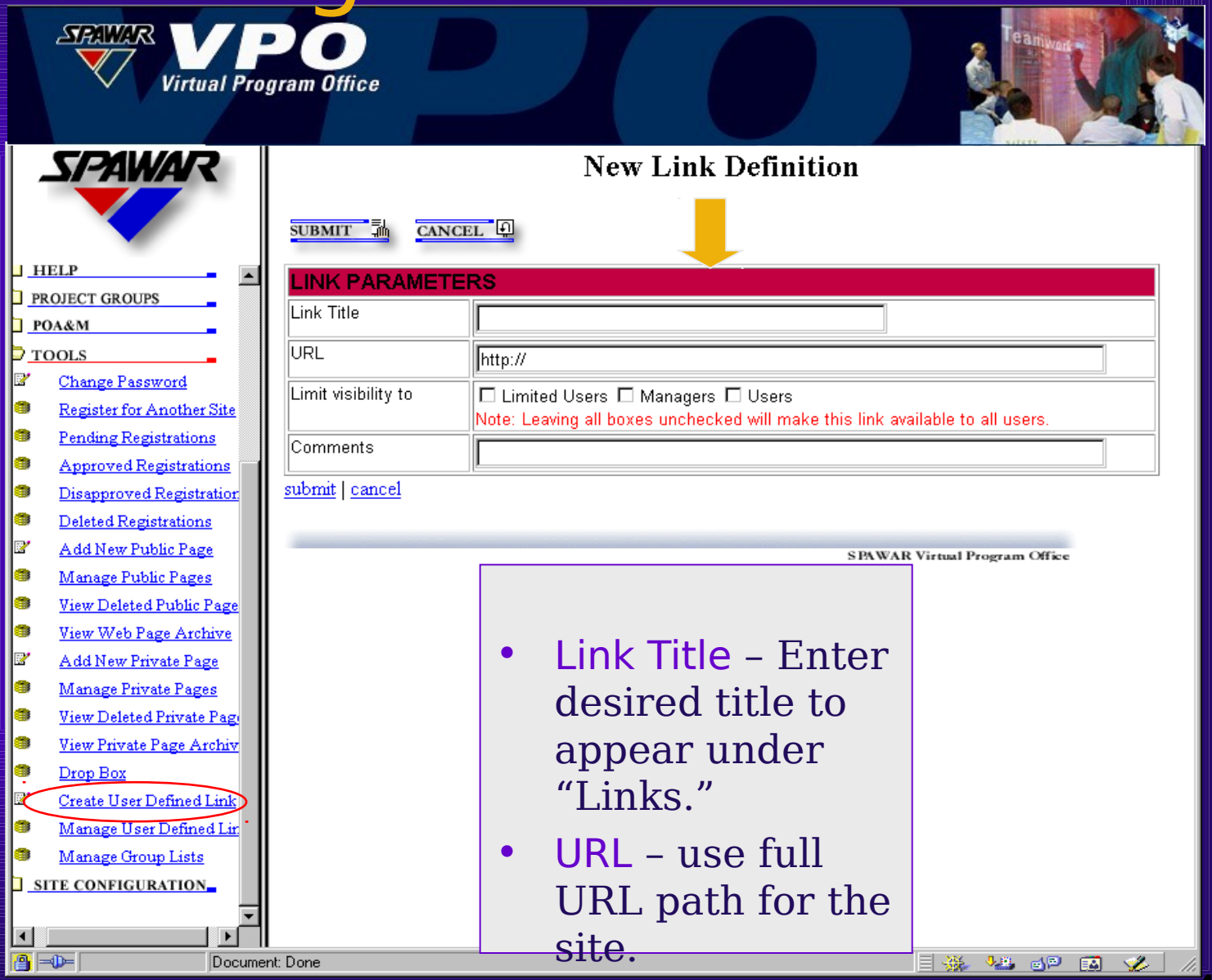
Click the Button **"Skip To"**

- Pop up window appears.
- Enter the Last Name of user to search.

Searching Tool

- **RESET** brings you to top of the list.

Creating Links



- Link Title – Enter desired title to appear under “Links.”
- URL – use full URL path for the site.

Important Contact info:

For any updates or changes to your site, all request must go through:

Char McTier

619-524-3813

charlene.mctier@navy.mil

Hans Mumm

858-537-0526

robert.mumm@navy.mil

Questions ??

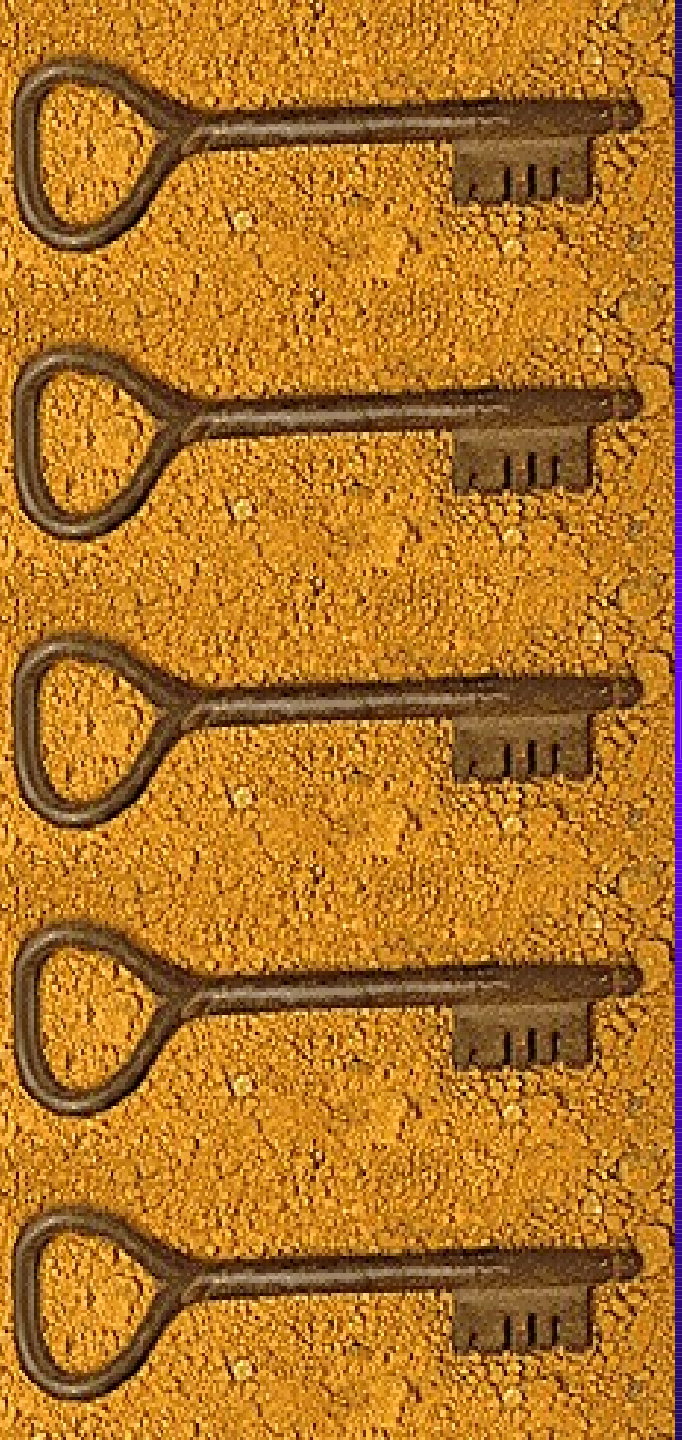
VPO Technical Support (NIPRNET/SIPRNET)

- Javier Soria
- Ryan Reyes
- Levi Guevara

Main Email:

VPOsupport@spawar.navy.mil

(858) 537-8735



Thank You
for your Participation

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